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## MANAGEMENT SERVICES STAFF

Monthly Report - June 1964

1. General

(a) The Management Services Staff was chartered on 19 June 1964 following intensive efforts to develop and implement plans for its establishment during the preceeding two weeks. The concept for merging the former Program Analysis Branch, OS and the Budget & Fiscal Branch, AS, into a new Staff to provide improved management services was originated by [ ] early in June and developed with [ ] during the first half of the month. The proposal was presented to Mr. Borel and Colonel White by [ ] on 17 June 1964 and following their approval an NPIC Notice was issued establishing the Staff and appointing key personnel. Moving plans and procedural details were worked out and by 24 June 1964 the Staff was relocated and put into operation.

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(b) Initial efforts of the Staff were primarily concerned with reviewing the background and substance of the current program analysis system and undertaking a series of briefings and discussions among members of the Staff about programs to be undertaken and concepts of operation. Top priority for work to be completed was given to a requirement from [ ] for updating the data contained in the Management Survey of February 1964 in preparation for a briefing to be given to General Carroll in the near future.

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(c) Although the senior management of the Staff was heavily engaged in organizational problems required to put this activity into operation, Staff support was given to the Assistant for Administration and the Office of the Director on a number of matters requiring immediate attention. Included among these was the preparation of a reply to DIA concerning availability of equipment in NPIC brought about by pressure from the Bureau of the Budget on DIA to utilize NPIC services wherever possible. In addition, an extensive effort was made in the preparation of materials for the budget hearings held on 26 June in the Office of Budget, Program Analysis and Manpower. One item of particular note was a special presentation made to the CIA Suggestion Awards Committee by Messrs. [ ] and Brugioni on the suggestion by

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[redacted] which resulted in the establishment of the Photomosaic Program. [redacted] was awarded \$1,000 for this suggestion in NPIC, and a special presentation was made at the Staff Meeting by Mr. Lundahl on 26 June.

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## 2. Management Information Branch

Details on activities of the Management Information Branch are included in the Operations Staff Monthly Report this month.

## 3. Budget & Financial Analysis Branch

(a) On 2 June 1964 the NPIC Operating Budget for FY 1965 was submitted to the Office of Budget, Program Analysis and Manpower culminating intensive efforts of the previous month. Although the Center requirements for FY 1965 totalled [redacted] it appears most likely that a [redacted] limitation will be maintained as a result of the extremely tight budget situation in the Agency for this Fiscal Year.

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(b) Budget hearings covering the NPIC FY 1965 Operating Budget were held at Headquarters on 26 June from 0900 - 1200 under the auspices of the Budget Division, Office of Budget, Program Analysis and Manpower. Representing NPIC at these hearings were Messrs. Lundhal, [redacted]

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[redacted] To assist NPIC officials at these hearings a special briefing folder was prepared consisting of statistical data and other background information supporting the Operating Budget estimates. The presentation by NPIC was well received and no further queries have been received from the Budget Division.

(c) Preliminary work commenced on the preparation of the FY 1966 Office Estimates which will be due in the Office of Budget, Program Analysis and Manpower in mid-August. A memo was sent to all Divisions and Staffs requesting submission by mid-July of narrative materials detailing accomplishments in FY 1964 and objectives for FY 1965 and FY 1966. Summaries and analyses were commenced in preparation for the up-coming budget exercise including the laborious task of computing detailed personal services schedules.

(d) At the close of FY 1964, NPIC had obligated 98 per cent of its allocated funds. (See attached chart) FY 1964 budget for NPIC was [redacted] at the beginning of the year but this was subsequently reduced to [redacted] as a result of budget cuts and retardation of the recruitment program. It is noteworthy that whereas the R&D program was originally budgeted at the [redacted]

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level actual obligations were slightly in excess of [ ] the additional money having been reprogrammed from savings in personnel costs. Approximately \$225,000 in the Bulk Stock Account for equipment and supplies was not obligated since requirements from Center components did not materialize prior to the Office of Logistics order deadline. Although 46% of NPIC's funds were obligated in the last quarter, there was considerably less end-of-the-fiscal-year pressures than in previous years due to stricter imposition of Agency deadlines and improved procedures in the Center. Attached is a chart comparing monthly obligation percentages for the past three years.

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(e) There were 105 travelers processed during June, including 100 for domestic trips and 5 for foreign trips, representing an average of slightly less than 5 travelers a day for the 22 working days of the month. This was significantly above the FY average of 67 trips a month and is indicative of a steady trend of increased travel over the past four years. The average in previous FY's were 38 trips per month in FY 1963, 33 in FY 1962, 24 in FY 1961 and 16 in FY 1960.

(f) Overtime hours worked during the pay periods 24 May - 6 June and 7-20 June were 6,167 and 6,950 respectively, a total of 13,117 hours. This figure exceeds the May overtime figures of 7,426 hours and is above the FY 1964 average overtime per pay period of 4,577 hours. Overtime hours worked in FY 1964 totalled 119,000 a 2.8% increase over the 116,000 worked in FY 1963.

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## TRAVEL STATUS REPORT

June 1964  
(as of 26 Jun 64)

Travel Orders (Domestic): Total 100

<u>Division</u>	<u>No. of Trips</u>	<u>Purpose</u>
SS	16	Invitee
AS	1	Training
TID	25 2	Operational Support Research & Development
P&DS	33 1	Research & Development Training
PID	7 2	Training Research & Development
PSD	1	Training
PAG	5 1	Training Research & Development
IPD	2	Professional Society
CSD	2	Training
PD	2	Training

Travel Orders (Foreign): Total 5

SS	1	Operational Support
PSD	3	Operational Support
PID	1	Operational Support

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## SUPPORT STAFF MONTHLY REPORT

JUNE 1964

1. GENERAL

The Support Staff came into being on 19 June 1964 as a result of the reorganization of the Administration area. Of the five branches which formerly comprised the Administrative Staff all but the Budget & Fiscal Branch were retained intact and re-established as the Support Staff. [redacted] was appointed as Acting Chief following approval of the re-organization by Mr. Borel for the DD/I and Colonel White, DD/S.

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2. LOGISTICS

a. The procurement activity continued at a high level during June with some 13 contract actions amounting to more than one million dollars being prepared and forwarded to the Procurement Division, OL. The most significant of these covered the prototype chip printer to be developed by Fairchild, the Image Quality Evaluation Study to be undertaken by the Perkin-Elmer Company, and the Human Factors Company Study on PI performance. As of the close of business 30 June the Center had in force 112 active contracts which totaled approximately [redacted]

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b. Building alteration, adaptation and maintenance continued to constitute a very major part of the Logistics Branch work effort. In the area of alterations and renovations a major development took place when GSA awarded the large alteration contract to a local firm. Work under this contract will commence in the late August-September period with a completion date of about 1 December 1964. Similarly, progress, although slow, was being made in the installation of the Concord control plotter as the installation designs prepared by GSA were finally reviewed. Late September seems to be a reasonable target date for final installation of this equipment. Further progress was made on the matter of a toxic exhaust system as GSA completed its feasibility study and submitted it for consideration. However, the actual design has still to be done and progress is being made at too slow a pace. Recommendations will be forthcoming to speed up this entire cycle through the use of a commercial design contract.

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c. Maintenance of the myriad of electrical, mechanical, and air-handling systems in the building continued to present real problems. However, progress on cleaning out the air-handling system was made when System No. 5, which supplies the Mensuration Laboratory, was shut down early in the month and all fire dampers and security grids cleaned and treated with anti-rust paint. Such action should stop the blowing of metallic particles into the laboratory areas and offers a major step toward the (clean laboratory) conditions required. As soon as operational activities permit similar treatment will be scheduled for the rest of the building system. Proposals are being developed to bring to the attention of the Office of Logistics and GSA the very real preventive maintenance requirements which must be met.

d. Meetings were held with P&DS personnel to plan for the establishment of a test and evaluation room on the first floor and to combine such an activity with an equipment maintenance shop. Since some 2,000 feet will probably be needed, a re-arrangement of Center controlled and GSA owned space on the first floor will have to take place and negotiations are underway with the building manager. A move which had been planned earlier was completed with the establishment of the Signal Center in its ~~new~~ space on the second floor.

### 3. PERSONNEL

a. By the end of May the Executive Director-Comptroller had approved a new ceiling for NPIC of 895 and the Personnel Branch commenced work on a revamped staffing complement. A continuation of this project all during the month of June consumed a great deal of the Branch's time but a new T/O was developed and submitted to the Office of Personnel by the end of June.

b. NPIC acquired 22 new employees and lost 13 during the month leaving a total on-duty strength of [ ] Nineteen additional cases were placed in process during this period making a total of 73 applicants currently in the mill.

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c. [ ], Recruitment Coordinator from the Office of Personnel, has been scheduled for briefing throughout the Center and the recruitment effort is underway. [ ] [ ] has been assigned by the Office of Personnel as Placement Officer for NPIC.

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### 4. SECURITY

a. Several inspection visits by other Government elements took place during the month as both the White House Security Staff and the DIA New Building Staff sent personnel to the Center to observe the security features and practices. The White House group was particularly interested in our methods

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for destroying classified material and spent some time discussing and examining the SOMAT. The DIA Staff was obviously attempting to relate our security practices and physical environment to the development of their new building plans and seemed particularly interested in our working-vault concept.

b. During the month all CIA personnel in Building 213 received a security reorientation lecture which the DCI made mandatory for all Agency employees.

c. The Branch contacted all Chiefs of Staffs and Divisions to insure that all were knowledgeable of contractor employees charged to their respective Staffs and Divisions who hold T-KH billets. The Contractor Employee Listing was verified as correct with each individual being acknowledged by the respective Chief to whom charged.

## 5. TRAINING

a. The training activity is hampered, of course, by   assumption of the duties of Chief, Support Staff. Every   effort is being made to get the Director of Training to nominate a suitable replacement. Progress was made in a number of specific instances, however.

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b. Center requirements for 14 individuals to be trained in the concepts of infrared and an introduction to imagery interpretation have been reviewed by the Training Branch and action is being taken to select an appropriate contractor to perform this training.

c. The results of Project HEADSTRONG, the joint Army-Navy Air Force multi-sensor project have not yet been made available owing to a delay in the completion date, hopefully, some information will be obtained by mid-August.

d. The Rapid Reading Program is now ready for presentation and   of the Publications Division has been lined up to teach it. It will be offered first to the Director and all senior officials of the Center as soon as the vacation season is over.

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e. On-site Trip No. 5 to AE installations in Ohio, Tennessee and Georgia was completed on 26 June. This is the last of the four trips approved for FY 1964. A report on the total cost of the program to be accompanied by an evaluation will be submitted in the near future.

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f. Chief, Training Branch, met with [ ] on 50X1  
1 June 1964 to assist that officer in physically laying out the  
training site for the Air Force Advanced Multi-Sensor Course.  
This training program is now scheduled to be conducted at Offutt  
Air Force Base.

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

MONTHLY TRAINING REPORT

June 1964

No. of People by Component

<u>TYPES OF TRAINING</u>	<u>OPS</u>	<u>AS</u>	<u>P&amp;DS</u>	<u>PSD</u>	<u>CSD</u>	<u>IPD</u>	<u>PD</u>	<u>TID</u>	<u>PID</u>	<u>PAG</u>	<u>DIA</u>	<u>Total</u> <u>NPIC</u>
OTR Courses	1	5	2	9	8	2	11	4	5	-	-	47
NPIC-Conducted Courses	1	1	-	-	13	-	2	22	8	3	2	52
On-Site Training Programs	-	-	-	-	2	-	2	-	11	3	3	21
External Training	-	-	2	1	5	1	6	10	3	1	-	29

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